

# U.S. DEPARTMENT OF ENERGY

## NEVADA OPERATIONS OFFICE

### POLICY

NV P 54XA.1

4-30-98

**SUBJECT: CONTRACT ADMINISTRATION OF BECHTEL NEVADA ACTIVITIES**

---

### PURPOSE

The DOE Nevada Operations Office (DOE/NV) has the responsibility to provide contract administration of Bechtel Nevada (BN) programs, projects and activities consistent with established procurement policies and procedures to ensure performance expectations and requirements are met; work is accomplished in a safe and environmentally-sound manner; and continuous improvement in BN operations is achieved.

### SCOPE

The provisions of the policy apply to all DOE/NV elements.

### POLICY

It is the responsibility of all DOE/NV elements to assure the Government's responsibilities under the contract with BN are met, as outlined below:

1. Head of Contracting Activity. DOE/NV Manager.

Delegated authority from the DOE Headquarters Procurement Executive to:

- (a) Award and administer contracts, financial assistance and other related contractual instruments.
- (b) Appoint Contracting Officers.
- (c) Exercise overall responsibility for managing contracting activity.

---

**INITIATED BY:**  
**Office of the Assistant Manager for**  
**Business and Financial Services**

2. Contracting Officer. DOE/NV Deputy Manager.

Delegated authority from the DOE/NV Head of Contracting Activity to:

Award, administer and/or terminate contracts, financial assistance and other related contractual instruments.

- (a) Appoint Designated Officials.
- (b) Make contractual determinations and findings.
- (c) Change scope, cost, and terms or conditions of the contract.

3. Designated Officials. Assistant Managers, Deputy Assistant Managers, others as defined in the contract.

Designated by the Contracting Officer as authorized representatives of the Contracting Officer.

Delegated limited authority and responsibility to:

- (a) Provide technical direction.
- (b) Monitor technical compliance.
- (c) Inform Contracting Officer of problems.
- (d) Assess contractor performance.
- (e) Recommend contract changes.
- (f) Inspect and accept contract deliverables.
- (g) Perform other functions of a more technical nature not involving a change in scope, cost, terms, or conditions of a contract.

4. Program and Project Managers. Assist Designated Officials in fulfilling responsibilities; identify deliverables required for their missions; and perform functions related to acquiring those deliverables. Authorized to:

- (a) Negotiate, document, and recommend program requirements and technical direction.
- (b) Prepare procurement requests and work statements.
- (c) Recommend criteria for evaluating contractor performance.
- (d) Oversee technical progress on a contract.
- (e) Inspect and recommend acceptance of contract deliverables.
- (f) Inform Designated Officials of issues and concerns.
- (g) Identify the need to modify or terminate a contract.
- (h) Recommend contractor accomplishments and areas of concern for fee determination.

Questions regarding this policy should be referred to the Contracting Officer, Designated Officials, or the Director, Contracts Management Division.

G. W. Johnson  
Manager